

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
					1	2
3	4	5	6	7 Harassment Training AMISS 2:00 pm	8	9
10	11	12	13 New Employee Orientation 8:00 – 1:00pm Construction Literacy Course - Streets & Drainage 7:30 am – 10:30 am	14 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am Harassment Training Streets & Drainage Claiborne St. 6:30 am	15 Harassment Training Streets & Drainage Claiborne St. 6:30 am	16
17	18 Harassment Training Permits and Inspections 7:00 am Kings Hwy.	19 Defensives Driving HR Training Room 8:am until 12:00 pm	20 New Employee Orientation 8:00 – 1:00pm Construction Literacy Course- Streets & Drainage 7:30 am – 10:30 am (Last Class)	21 Harassment training 2139 Greenwood rd. Field ops. 8:00 am	22	23
24	25	26 Harassment Training- HR Training Room 5 th Floor Travis St. -IT Department 1:00 pm Harassment Training- HR Training Room 5 th floor, Travis St. -IT Department 2:30 pm	27	28 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am – Speaker-Dr. Raymond Hicks "Writing Correspondence with Confidences "	29	30
31						

2011

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10 New Employee Orientation 8:00 – 1:00pm NEOGOV- IT Training room 5 th floor Travis St 1:00 pm	11 Mentoring Academy- HR Training Room 5th Floor Travis St. 8:00 - 11:00 am. Harassment Training Wastewater Division 11301 E. Kings Hwy. 7:00 am NEOGOV- IT Training room 5th floor Travis St 1:00pm	12	13
14	15	16 Employment Law Compliance: Disciplining or Terminating a Workers' Comp Claimant 12:00 HR Training Room	17 New Employee Orientation 8:00 – 1:00pm	18 Speaker John Grubbs Fire Academy 8:00 am "Setting Goals" – Speaker John Grubbs Fire Academy 1:00 pm	19 Harassment – Police Aca. 3:00 pm	20
21	22	23	24	25 HR Training Room Booked Mentoring Academy - HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am "Setting Goals" – Speaker John Grubbs Fire Academy, 1:00 pm	26	27
28	29 Streets and Drainage – everify training	30	31 ADA Training Speaker Jennifer McCray– HR Training Room 5th floor Travis.			

2011

September

'Who Moved My Cheese' Month of Change

Sun

Mon

Tue

Wed

Thu

Fri

Sat

				1 Harassment Training – Lucas 7:00 am	2 Harassment Training SPAR – 3:00 Shreveport/Barksdale	3
4	5	6 Lunch and Learn HR training Harassment Training SPAR – 2:30 Shreveport/Barksdale	7 “Your Role as a Supervisor”-Speaker-Gala Godfrey, Fire Academy, 8am – 11am, “Preventing Management Mistakes” 1pm – 4pm	8 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am, “Problem Solving Skills”Speaker Gala Godfrey, “Goal Setting and Measurement” Fire Academy- 1pm– 4pm	9 everify Training Library 1:00 pm	10
11	12 Harassment Training Huntington Golf Course – 9:00 am	13 Lunch and Learn HR Training Harassment Training - Querbes Park Golf Course 2:30 pm	14 7:00 employee meeting New Employee Orientation 8:00 – 1:00pm	15	16 Harassment Training Fire Aca. 9:00 am 7:30 employee meeting	17
18	19	20 7:30 Employee Meeting Lunch and Learn – HR training Room	21 7:30 Employee Meeting	22 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am “Who Moved My Cheese” Joyce	23 Harassment Training SPAR – 1:00 Shreveport/Barksdale	24
25	26	27 Harassment Training – Wildwood 1:00 pm	28 New Employee Orientation 8:00 – 1:00pm Harassment training – 1:30 wildwood	29	30	

2011

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3	4	5 Breakfast with the Boss — “Can you handle the heat” Bill Cockrell 8:00 am	6 Mentoring Academy HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am Webinar – 1:00 “ Whistle blowing”	7	8
9	10	11	12 New Employee Orientation 8:00 – 1:00pm Spanish Class – 8:00 Spanish Class – 11:00	13	14	15
16	17	18 Defensive Driving HR training Room Spanish Class 9:00 Bill Cockrell	19 New Employee Orientation 8:00 – 1:00pm Spanish Class – 8:00 City Court Spanish Class – 11:00 HR Training	20 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am - Canceled Health Fair – SPAR Maintenance	21	22
23	24 Harassment 2:00 HR training SPAR	25 Spanish Class 9:00 Bill Cockrell	26 Spanish Class – 8:00 City Court Spanish Class – 11:00 HR training	27 Women Motivating Women	28	29
30	31					

2011

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1 Spanish Class 9:00 Bill Cockrell	2 Spanish Class – 8:00 Spanish Class – 11:00 Spanish Class HR Training 2:00 pm	3	4	5
6	7	8 Spanish Class 9:00 Bill Cockrell	9 New Employee Orientation 8:00 – 1:00pm Spanish Class HR Training 2:00 pm	10 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am	11	12
13	14	15	16 New Employee Orientation 8:00 – 1:00pm Spanish Class HR Training 2:00 pm	17 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am	18	19
20	21	22	23	24 Thanksgiving	25	26
27	28	29	30 Breakfast with the Boss			

2011

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1 Mentoring Academy HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am	2 Breakfast with the Boss	3
4	5	6	7	8	9	10
11	12	13	14 New Employee Orientation 8:00 – 1:00pm	15 Mentoring Academy- HR Training Room 5 th Floor Travis St. 8:00 - 11:00 am Recognition Banquet	16	17
18	19	20	21 New Employee Orientation 8:00 – 1:00pm	22	23	24
25	26	27	28 Breakfast with the Boss	29	30	31

2011